

## ADDENDUM

<b>Position Title:</b> ASST COUNTY ATTORNEY <b>Department:</b> County Attorney	<b>Class Code:</b>	<b>Position Level:</b> 13
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**Primary function is to represent Monroe County in civil aspects of criminal proceedings and to provide legal advice to and represent Monroe County department heads and other personnel in civil actions.**

ADDITIONAL KEY RESPONSIBILITIES
1. *Review and monitor fiscal aspects of criminal proceedings (including bail bonds and payments to court-approved counsel). 2. *Litigate primarily in the areas of civil/commercial law. 3. Advise County Administrator, Department Heads and personnel.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_